

R E P O R T R E S U M E S

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CAMPUS CONTINUING EDUCATION CENTER, OUTLINE PROGRAM.

BY- SCHRAM, LLOYD W. AND OTHERS

WASHINGTON UNIV., SEATTLE

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LIMITED FACILITIES HAVE BEEN RESTRICTING EXISTING AND PROPOSED PROGRAMS IN ADULT EDUCATION AT THE UNIVERSITY OF WASHINGTON. THIS REPORT DESCRIBES A CAMPUS CONTINUING EDUCATION CENTER, WHICH WOULD AID IN THE EFFECTIVE PRESENTATION OF SHORT COURSES, CONFERENCES, INSTITUTES, AND SEMINARS. SUCH A CENTER SHOULD BE ABLE TO MEET 85 PERCENT OF THE SHORT COURSE AND CONFERENCE DEMANDS MADE OF IT IN 1975 FOR INSTRUCTION, DINING, LIVING, AND PARKING. RECOMMENDED AUDITORIUMS, LECTURE ROOMS, SEMINAR ROOMS, BANQUET AND DINING ROOMS, LIVING QUARTERS, ADMINISTRATIVE AREAS, AND PARKING FACILITIES ARE DISCUSSED. THE PRIORITY OF TYPES OF FACILITY IS SUGGESTED SO THAT A CORE FACILITY MIGHT LATER BE ENLARGED TO ITS MAXIMUM EXPANSION. ESTHETIC CONSIDERATIONS ARE OF PRIMARY IMPORTANCE. ANALYSIS OF PROJECTED PHYSICAL NEEDS, LISTS, AND DESCRIPTIONS OF SPECIFIC ROOMS ARE OUTLINED IN DETAIL IN THE APPENDIXES. (JA)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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OUTLINE PROGRAM

CAMPUS CONTINUING EDUCATION CENTER

Submitted by the

Ad Hoc Programming Committee for a
Campus Continuing Education Center

ED 010 674

Office of the Dean
Continuing Education
March, 1966

UNIVERSITY OF WASHINGTON

INTERDEPARTMENTAL CORRESPONDENCE

March 15, 1966

Dr. Frederick P. Thieme
Vice President
University of Washington

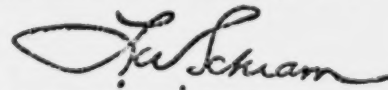
Dear Dr. Thieme:

It is my pleasure to submit to you herewith the report of the
Ad Hoc Programming Committee for a Campus Continuing Education Center.

If you have any questions or need for further elaboration with
respect to this report, I of course shall be happy to oblige.

Respectfully submitted,

Coryell Berry
Kermit O. Hanson
W. Ryland Hill
John N. Lein
Ernest Miller
J. Reginald Miller
Richard S. Hart, Jr.



Lloyd W. Schram, Chairman

LWS:sr

Attachment

TABLE OF CONTENTS

	<u>Page</u>
I. Charge to the <u>Ad Hoc</u> Programming Committee for a Campus Continuing Education Center	1
II. Findings and Recommendations	3
III. Narrative Report	7
A. History and Definition of Continuing Education Centers	7
B. Developments at the University of Washington	9
C. Past and Projected Needs	10
D. The Facility Itself	14
1. Determining the Rooms	14
2. The Optimum v.s. the Core Facility	16
3. Recommended Priorities	18
4. General Requirements	20
E. Conclusion	24
IV. Appendix I	25
A. Chart I (Housing Needs)	25
B. Chart II (Parking Needs)	26
C. Chart III (Instructional Room Needs)	27
D. Chart IV (Total Activity, 1964-65)	28
E. Chart V (Projected Total Activity, 1970 and 1975)	30
F. Chart VI (Summary of Present and Anticipated Needs)	33
V. Appendix II	34
A. List of Rooms, Areas, and Spaces	34
B. Individual Room Descriptions	38
VI. Appendix III	95
A. Annual Effective Occupancy Demand	95

CHARGE TO THE AD HOC PROGRAMMING COMMITTEE FOR A
CAMPUS CONTINUING EDUCATION CENTER

UNIVERSITY OF WASHINGTON
OFFICE OF THE PRESIDENT

November 18, 1965

Dean Lloyd W. Schram, Chairman	)	
Mr. Coryell Berry	)	
Dean Kermit O. Hanson	)	<u>Ad Hoc</u> Programming Committee for
Associate Dean W. Ryland Hill	)	a Campus Continuing Education
Dr. John N. Lein	)	Center
Dr. Ernest Miller	)	
Mr. J. Reginald Miller	)	
Mr. Richard S. Hart, Jr., Secretary)		
Campus		

Dear Colleagues:

I am asking you to serve on an Ad Hoc Programming Committee for a Campus Continuing Education Center, with Dean Schram to act as chairman.

The University has long been a leader in providing opportunities for continuing education. These services, however, have now reached a point where it is difficult, if not impossible, to meet growing needs because of limited physical facilities. The recognition of the importance of these activities is increasing on the local, regional, and national levels. Recent federal legislation indicates that supporting funds for services and for the necessary capital improvements will be easier to obtain than in the past. In order for the University to lay its plans, provide necessary building sites, and make application for construction funds, it is necessary to prepare an outline program which states in some detail the physical facilities required.

Your mandate is to prepare such an outline program. It should include: a list of required spaces and, for each space, estimated square foot area, primary and secondary functions, desired location, and any special requirements. This program should also detail requirements for outside recreational facilities and criteria for siting the Center.

Inasmuch as the construction budget has not been established, I ask that, in your deliberations, you keep in mind that funding considerations may preclude construction of a total complete center initially. It may be necessary that certain facilities will need to be postponed. Your program should note which portions are most easily deferred. Further, you should consider existing University facilities, as well as those scheduled for construction, that can be used to supplement the Center on an interim and/or permanent basis. In this regard, I suggest you

maintain a consulting arrangement with Mr. J. Arthur Pringle, Director of Student Residences, who I am sure will be pleased to be of assistance to the Committee.

So that an early application can be prepared and submitted, I ask that you complete and forward this program to me no later than February, 1966. Mr. Earl Powell from the University Architect's Office will be assigned to the Committee to act as staff assistant. Should the Committee encounter questions that cannot be resolved without assistance from the administration, please direct such questions to Mr. Koski. If necessary, he will forward them to the Capital Construction Board for resolution.

I will appreciate your informing Mrs. Diana McCann, extension 3-5010, of your willingness to accept this assignment.

Very sincerely,

F. P. Thieme
Vice President

FPT:dm

cc: Mr. Ernest M. Conrad
Dean Robert Dietz
Dr. Solomon Katz
Mr. Robert Koski
Dean Joseph L. McCarthy
Mr. Earl Powell
Mr. J. Arthur Pringle
Mr. H. S. Thomson
Members, Capital Construction Board

FINDINGS AND RECOMMENDATIONS

FINDINGS AND RECOMMENDATIONS

A. FINDINGS

1. There is an urgent need for a Continuing Education Center at the University of Washington.¹ Present activity has reached the point where this need has become imperative, as evidenced by the fact that the unavailability of facilities has precluded the development of certain highly desirable programs and has necessitated the curtailment of others.² Furthermore, projected activity indicates that this need will continue to increase in the years ahead.³

2. Continuing Education Centers, though relatively new to the Higher Education scene, are found in ever-increasing numbers throughout the country and have become virtually indispensable in the effective presentation of short courses, conferences, institutes, and seminars at leading universities.⁴

3. Based upon an examination of past and projected needs relative to Short Courses and Conferences at the University of Washington, the Committee has found that an appropriate facility would be one which could, in the year 1975, effectively meet 85% of the total instances of short course and conference demands placed upon it in terms of instructional, dining, living, and parking needs.⁵

¹See pp. 9 and 10 and Appendix I, pp. 25-33.

²See p. 10; see also Appendix I, Chart IV, pp. 28 and 29.

³See Appendix I, Chart V, pp. 30-32.

⁴See pp. 7-9.

⁵See pp. 8-11 and summary of anticipated needs in Appendix I, Chart VI, p. 33.

4. In order to accommodate these needs, the Committee has found that the following composite of rooms, areas, and spaces reflects the optimum Continuing Education Center for the year 1975, excluding administrative and service areas and other non-assignable spaces:⁶

<u>Instructional Facilities</u>		<u>Dining Facilities</u>	
Auditoria	3	Extra Large Banquet Room . . .	1
Large Lecture Rooms	3	Large Banquet Room	1
Medium Lecture Rooms	4	Medium Banquet Room	1
Small Lecture Rooms	7	General Dining Room	1
Large Seminar Rooms	6	Very Small Banquet Room . . .	1
Small Seminar Rooms	7		

Living Accommodations⁷

One-Bed Rooms	254
Two-Bed Rooms	81
Executive Accommodations	5

5. In addition to the facilities described above, the Committee has found that the optimum Center should have sufficient parking facilities to accommodate 600 cars.⁸

⁶ A more complete description of these areas, including the estimated square footage, is found in Appendix II, pp. 34-94.

⁷ To accommodate 426 persons; 60% in one-bed rooms, 38% in two-bed rooms, and 2% in executive accommodations.

⁸ See Appendix I, Charts II and VI, pp. 26 and 33 respectively.

B. RECOMMENDATIONS

1. It is the strong recommendation of the Committee that, due to the immediate and projected needs outlined above, steps toward the construction of a Continuing Education Center be initiated as rapidly as possible.⁹

2. Realizing that problems of economic feasibility and availability of funding may necessitate a phasing operation, it is recommended that, if a phasing procedure is necessary, the requirements of a first-phase facility be drawn from the conception of the optimum facility as depicted above.¹⁰

3. If a phasing operation is decided upon, it is recommended that the highest priority for initial construction be given to instructional and dining facilities, as opposed to living accommodations.¹¹

4. In addition to many specific requirements for individual rooms,¹² the following general requirements of the Center at large are highly recommended:¹³

a. A minimum of 10-15 acres for the Center and its surroundings.

b. Attention to aesthetic qualities, i.e., landscaping; view; style and decor; avoidance of "hotel-like" atmosphere.

⁹See pp. 10 and 24.

¹⁰See p. 18.

¹¹See pp. 18-20 and Appendix III, pp. 95 and 96.

¹²See individual room descriptions in Appendix II, pp. 33-94.

¹³For elaboration, see pp. 20-24.

c. Attention to relationship of interior to exterior and interior to interior areas, i.e., physical separation of conference/instructional facilities from "residential" aspects of the facility.

d. Appropriate outside recreational facilities.

e. Special mechanical requirements of the Center, such as special concentrations of washrooms and pay telephones in key areas, and, where necessary, utilization of audio-visual equipment, soundproofing, and high capacity forced air ventilation.

f. Coordination with certain on-campus units, such as Physical Plant, Safety Division, and Student Residences, in order to meet certain of the needs and requirements of the Center.

5. It is the strong recommendation of the Committee that this study form the basis for future action relative to the proposed Center, to include investigation of economic feasibility and all possible sources of funding by appropriate fiscal officers of the University, and that such action be initiated as rapidly as is possible.¹⁴

¹⁴See pp. 19 and 20; Appendix III, pp. 95 and 96; and p. 20.

NARRATIVE REPORT

- A. History and Definition of Continuing Education Centers
- B. Developments at the University of Washington
- C. Past and Projected Needs
- D. The Facility Itself
- E. Conclusion

NARRATIVE REPORT

A. History and Definition of Continuing Education Centers. As the purpose of this report is to outline the requirements for a Campus Continuing Education Center at the University of Washington, it may not be amiss to devote some initial comment to the history and definition of Continuing Education Centers, especially in view of the fact that such facilities represent a relatively recent phenomenon in the thinking and operations of institutions of higher learning.

Basically, a Continuing Education Center may be conceived of as a facility wherein participants in short- and long-term conferences, institutes, workshops, and seminars may work, sleep, study, eat, and relax all under one roof, at the same time remaining close enough to the central campus to facilitate an easy accessibility to all the human and physical resources of the campus, including faculty and library. It is, of course, this latter factor which serves to differentiate an On-Campus Center from a Remote Residential Center. In all events, such a Center should, insofar as possible, represent a reasonably self-contained complex, for which several sound reasons may be given. In the first place, a self-contained Center affords to its participants the immeasurable advantages of close and constant association, undiluted by dispersal and fragmentation, throughout each working day. In essence, it places these participants in a context wherein they may exercise their capabilities not only in the formal instructional periods, but also in the equally valuable, though frequently overlooked, social interludes of eating, recreation, and corridor conversations. Secondly, by providing its own instructional,

residential, dining, administrative, and recreational facilities, the Center serves to eliminate most, if not all, of the existing competition for spaces of these types with the day-to-day academic activities of the main campus, thereby enabling all units to operate more easily and efficiently. A third, and concurrent, consideration is that such a self-contained facility allows for the effective long-range scheduling of conferences, especially in those cases where important, large conferences must be scheduled one, two, or even three years in advance.

Perhaps the most thoughtful answer in recent times, both to the question of what a center is and what a center does, has been provided by Dr. Cyril O. Houle, Professor of Education at the University of Chicago, a member of the National Advisory Council on Extension and Continuing Education, and one of the nation's leading exponents of Continuing Education. In a series of Continuing Education Reports, published periodically by the Studies and Training Program in Continuing Education at the University of Chicago, Professor Houle conceives of a Center, in its mature form, as a place wherein three important services or functions are performed. These are: (1) The Educational Function, i.e., the Continuing Education of Adults as performed through a variety of methods, both traditional and experimental; (2) The Training Function, i.e., a training ground for the education of faculty and administrators involved in programs of Continuing Education; and (3) The Research Function, i.e., a focus or site for research into the nature and methods of Continuing Education, as well as certain allied fields. Although the Educational Function is and should remain the foremost one, Professor Houle feels that a Continuing Education Center worthy of that name must

and invariably will perform all three of these functions, and in so doing will serve and bring distinction not only to itself, but to the institution which it represents.

As stated earlier, Continuing Education Centers as such are relative newcomers to the higher educational scene. One of the pioneers, the Center for Continuation Study at the University of Minnesota, opened its doors in October, 1936. Since then, in ever increasing numbers, centers of this type have begun to spring up on or adjacent to university campuses throughout the country. In 1951, the first of the great Kellogg Centers began operation at Michigan State University, followed by more recent Kellogg Centers at the Universities of Nebraska, Oklahoma, Georgia, Chicago, Notre Dame, Oxford, and, most recently, a Northeast Regional Center located at the University of New Hampshire. In addition to these, various other Centers have been or are being constructed through funds obtained from public and private sources. In all, some seventy centers of varying sizes and capabilities, both on-campus and remote residential, are currently in operation in the United States. An additional thirteen such centers are located in Canada.

B. Developments at the University of Washington. The need for and thinking relative to the construction of a Continuing Education Center at the University of Washington goes back some years and reached its first fruition in the 1958 Survey of Existing and Planned Continuation Centers of Member Institutions of the National University Extension Association, sponsored and conducted by the then Division of Adult Education and Extension Services of the University of Washington in cooperation with the Division of Conferences and Institutes of the National University

Extension Association, wherein it was stated:

For several years the staff of the Division of Adult Education and Extension Services at the University of Washington has been considering the feasibility of a Center for Continuation Studies on the University campus. Activities in the area of short courses and conferences have grown to such an extent that a Continuation Center has become a necessity if the University is to continue to meet its responsibilities in this area.

If the need for a Continuing Education Center was felt in 1958, the intervening years have seen an intensification of this need to the point where what was termed a "necessity" in 1958 has now become an "urgent necessity" of the highest order. It has been pointed out by Dr. John N. Lein, Director of Continuing Medical Education, and Miss Dona Cloud, Manager of Short Courses and Conferences, that the unavailability of appropriate facilities has already precluded development of certain highly desirable programs and has necessitated the curtailment of others. Compounded growth in these and other areas in Continuing Education, coupled with the aforementioned lack of facilities, has reached a point where immediate and projected needs point clearly to the desirability of constructing an on-campus Continuing Education Center as soon as possible.

Accordingly, with the appointment by Vice President Thieme in November, 1965, of an Ad Hoc Programming Committee for a Campus Continuing Education Center, a series of steps were taken toward the compiling of an Outline Program for the proposed Center in accordance with the provisions of the mandate letter, the results of which make up the body of this report.

C. Past and Projected Needs. As an initial step, staff members of Continuing Education undertook an examination of past statistics

relating to Short Courses and Conferences conducted at the University of Washington, observing their fluctuations within any one period as well as from year to year, and from these foundations projecting in the most reliable manner possible the needs of the proposed Center in terms of living and dining accommodations, instructional facilities, and parking for the years 1970 and 1975. It is upon this base that the recommendations of this report are built, and although the Center is thereby conceived of in terms of primary usage by Short Courses and Conferences, it should nevertheless be borne in mind that these facilities would, when and where possible, also be utilized by other areas of Continuing Education, such as Informal Courses, Liberal Arts Seminars, and Community Development, as well as certain other activities not directly connected with Continuing Education, such as Walker-Ames and John Danz Lectures, activities of the Center for Asian Arts and the Graduate School of Public Affairs, and the like. The methodology utilized in arriving at these projected needs was the result, in large part, of advice freely offered by members of the faculty and staff, particularly Dr. Herbert L. Costner, Associate Director, Institute for Sociological Research.

Dealing first with housing requirements, data was assembled for each of the years between 1960-61 and 1964-65, indicating the range in numbers (from minimum to maximum) of Short Courses and Conferences participants requiring living accommodations at any given period within each year. For the purposes of this study, participants requiring housing were defined as those whose given residence was $1\frac{1}{2}$ hours or more driving distance from the University. Conversely, participants residing within this $1\frac{1}{2}$ -hour time zone were considered to be within

effective commuting distance of the University, thereby not requiring housing. While it may be said that certain individuals residing without the 1½-hour zone would commute in any event, especially in those cases involving conferences of short duration, it is nonetheless felt that these instances are adequately counterbalanced by participants within the 1½-hour zone requesting accommodations, the latter eventuality becoming proportionately more frequent with the length of the individual conference.

Realizing that neither the minimum nor maximum extremes of persons requiring housing accommodations within any given year would represent in any way the expected norm, it was the consensus of the Committee that an arbitrary working point of 85% be established for each year. This percentage represents a point in the range of total instances of demand for the year at which 85% of these instances are encompassed. This percentage was in turn translated into the maximum number of persons requiring accommodations during 85% of the total instances of demand. Based on these findings, a projection of growth was extended to the years 1970 and 1975, utilizing a percentage of growth derived from past experience, with suitable adjustments upward and downward for certain known or anticipated variables, such as aberrations in the trend created by the World's Fair, increased activity due to the physical presence of the Center itself, additional future conference activity by the Departments of Continuing Medical, Dental, Nursing, Pharmaceutical, Engineering, and Legal Education, and the effects of Federal legislation, such as Title I of the Higher Education Act of 1965, Title IX (Heart Cancer, Stroke) of Public Health Service Act PL 89-239, and the State

Technical Services Act of 1965. This latter Act alone is expected to increase by some twenty the annual number of conferences conducted on campus.

Parking needs were determined in essentially the same manner as housing needs, utilizing the 1½-hour driving zone to determine commuters v.s. non-commuters. The 85% working figure was again employed for the years 1960-61 to 1964-65, translated into numbers of persons requiring parking, and extended to cover the years 1970 and 1975.

In dealing with past and future requirements for conference and instructional facilities, it was first established that, based on historical demand, six different types of spaces are basically utilized in fulfilling the needs of Short Courses and Conferences. These are:

- (1) Auditoria, of approximately 500 capacity, containing fixed stages, sloping floors, and theatre-type seats with folding tablet-arm writing spaces;
- (2) Large Lecture Rooms, of approximately 250 capacity, of two types: (a) similar in style and furnishings to the larger auditoria, and (b) with flat floors, portable lectern platforms, and non-theatre type, although fixed, seats with folding tablet-arm writing spaces;
- (3) Medium Lecture Rooms, of approximately 150 capacity, with portable platform and seating arrangements;
- (4) Small Lecture Rooms, of approximately 100 capacity, similar to the Medium Lecture Rooms, only smaller;
- (5) Large Seminar Rooms, of approximately 60 capacity, with seminar-type table and chair arrangements of diverse types; and
- (6) Small Seminar Rooms, of approximately 30 capacity, similar to the Large Seminar Rooms, only smaller.

Next, the 85% working figure was again utilized in surveying past needs and projecting these in terms

of the various types of instructional facilities named above for the years 1970 and 1975.

These past and projected needs in terms of housing, parking, and instructional facilities are presented graphically and in tabular form in Charts 1-3 of Appendix I. Charts 4 and 5 of Appendix I are included to show the total University of Washington Short Courses and Conferences Activity for the year 1964-65, as well as the projected growth of these total activities to the years 1970 and 1975. While Chart 4 divided the total activity into the activities of the Office of Short Courses and Conferences v.s. those of other offices, such as Continuing Medical and Dental Education, Chart 5 combines these into the total projected activity of the University as a whole in these areas.

While no chart is included to show past and projected dining needs, planning proceeded on the assumption that most, if not all, of the persons participating in activities within the Center would require dining accommodations at the Center itself. Thus, in planning for dining facilities for the years 1970 and 1975, it was assumed that the numbers of persons requiring such facilities at that time would roughly correspond to the projected conference man days.

D. The Facility Itself.

1. Determining the Rooms. Concurrent with the investigations outlined above, an initial attempt was made to list and describe all types of rooms, areas, and spaces which might be termed either desirable or necessary in a Continuing Education Center. Information for this effort was obtained from a number of sources, including the Atlas of Kellogg Continuation Centers. Having

assembled and collated the information, the data was transcribed onto individual room description forms, which were in turn divided into six general types, i.e., Administrative (Center); Living Accommodations; Dining Facilities; Administrative (For Conferences); Instructional Facilities; and General.

Packets of these individual room forms were then circulated to members of the Committee and various other officers of the faculty and administration for their perusal, comment, and suggestions. Those consulted fell roughly into two groups, (A) Persons with a direct and obvious interest in the proposed Center, and (B) Persons with technical competence in certain areas which reflect directly or indirectly on the proposed Center. The complete list of persons consulted in each of the aforementioned capacities is as follows:

(A) Associate Dean Berton Anderson, Dentistry

Miss Dona Cloud, Manager, Short Courses and Conferences

Dean Kermit O. Hanson, Business Administration

Dean Maurice Hickey, Dentistry

Associate Dean W. Ryland Hill, Engineering

Dean John Hogness, School of Medicine

Dr. Dominic LaRusso, Director, Division of Evening
and Extension Classes

Dr. John N. Lein, Director, Continuing Medical
Education

Dr. Ernest G. Miller, Director, Continuing Education,
Graduate School of Public Affairs

Mr. J. Reginald Miller, Director, Division of Extension
Services

Mr. Cyrus Noe, Manager, Informal Courses

Mr. Steve Oh, Manager of Administrative Services,
Continuing Education

Dean Jack E. Orr, Pharmacy

Prof. L. Wait Rising, Chairman, Pharmacy and Pharmacy
Administration; Director, Continuing Education,
College of Pharmacy

Dean Mary S. Tschudin, Nursing

Dr. Richard Wilkie, Director, Division of Correspondence
Study

Dr. Weston C. Wilsing, Director, Business Administration
Seminars, College of Business Administration

(B) Mr. Coryell Berry, Assistant University Architect

Mr. Roy A. Eldred, Construction Coordinator, University
Architect's Office

Mr. Donald F. Hiscox, Assistant to the Chairman,
Division of Health Sciences

*Mr. Thomas W. Hutchinson, Assistant Business Manager,
Business Manager's Office

*Mr. Harold Jacobsen, Jr., Director of Budget and
Financial Planning

Mr. Robert Koski, Planning Officer, Long Range Planning
Office

*Mr. Robert Lavoie, Assistant to the President

Mr. Earl L. Powell, Architect, University Architect's
Office

Mr. J. Arthur Pringle, Director, Student Residences

Prof. Gerald Torkelson, Education

Mr. John Weber, Construction Grant Coordinator,
Business Manager's Office

*Did not receive individual room descriptions, but were
consulted in other capacities relative to the study

Mr. David Williams, Director of Personnel

Mr. Roy Wright, Director, Audio-Visual Services

Comments and suggestions received as a result of these inquiries were collated and recorded, and are currently on file in the Office of the Dean, Continuing Education. It is suggested that these materials be reviewed and given further consideration at such time when plans are being drawn up with the architects. For the present, they have served to eliminate from the initial planning several rooms of marginal utility and desirability, as well as to suggest the addition of several rooms not included in the list of rooms as originally formulated. Additionally, some of the more immediately pertinent of these suggestions relating to the form or specific requirements of individual rooms, or to special requirements of the facility at large, have been incorporated into the recommendations of this report.

A complete list of the proposed rooms, areas, and spaces, broken down into the six general classifications outlined above, is provided in Appendix II. Also included in this appendix are the individual room description forms for each of these rooms, areas, and spaces, upon which may be found detailed information concerning the number, square footage, primary and (where applicable) secondary functions, preferred location, furnishings, and special facilities and/or requirements of each particular room. It will be noted that non-assignable areas, such as washrooms, storage areas, kitchen facilities, and the like are not included among the room descriptions, except in those instances (such as lobbies)

where the special requirements of the area were felt to be of sufficient magnitude to merit specific mention. Certain other recommendations pertaining to non-assignable areas will be covered later in that segment of this report devoted to special needs and requirements of the facility at large. The disposition of the remainder of these non-assignable areas will be left to the discretion of the architects.

2. The Optimum v.s. the Core Facility. It should be noted at this point that the rooms recommended within Appendix II represent the ideal conception of the composition of a Continuing Education Center which will, in the year 1975, meet the greater majority (35%) of the demands in terms of space which will at that time be placed upon it. Realizing that problems of immediate economic feasibility and the availability of funding, whether in terms of grants or loans, public or private, for all or part of the Center may influence the initial construction of the facility and may, indeed, result in the necessity of a phasing operation with only a core facility to begin with, it is the recommendation of the Committee that the requirements of such a core or first-phase facility, if needed, be drawn from the conception of the optimum facility as outlined in Appendix II. As such deliberations await the final assessment of the availability of funding by appropriate fiscal officers of the administration, the Committee rests its recommendations, for the present at least, in terms of the total facility set forth in Appendix II.

3. Recommended Priorities. Should a phasing operation prove necessary, however, it is strongly recommended that the highest

priority in the initial phase of construction be given to instructional and dining facilities, with the appropriate proportion of associated administrative areas. Living accommodations, while important to the total conception of a Center, represent that portion of the total facility which may be most easily reduced in the event of the necessity of phasing. This is so for several reasons. In the first place, many of the participants may, if necessary, be afforded overnight accommodations in campus residence halls or other appropriate facilities. Secondly, as pointed out by Mr. J. Arthur Pringle, Director of Student Residences, the construction of additional living accommodations at a later date would present a far less difficult task in terms of the unity of the facility than would the later construction of additional instructional and dining facilities.

A third and more subtle possible reason for assigning a greater priority to instructional and dining facilities under the necessity of phasing lies in the as yet incompletely determined areas of funding and economic feasibility. Should it become necessary to finance the construction of the facility totally or in part through Federal loans, the most immediately apparent source of funding for the living accommodations portion of the facility is the Federal Office of Housing and Urban Development (HUD). In meeting the debt service required under such a loan, matters of economic feasibility in terms of annual effective occupancy become quite important. Such being the case, it stands to reason that a smaller number of available living

accommodations with the same amount of demand will produce a higher annual effective occupancy rate. In order to aid the appropriate University fiscal officers in visualizing the anticipated effective occupancy rate under these conditions, and also as a means of verifying through a different procedure certain of the projections made in Chart 1 of Appendix I, a chart has been prepared (Appendix III) illustrating the annual effective occupancy demand, expressed as a percentage, of five hypothetical facilities of 150, 200, 250, 331, and 426 bed capacity, for the years 1960-61 through 1964-65 and projected for the years 1970 and 1975.

4. General Requirements. Having thus far discussed a number of factors leading up to and culminating in the individual recommendations set forth in Appendix II, it now remains to discuss briefly some of the more general qualities and requirements deemed desirable as they relate to the facility at large. Generally speaking, these are requirements which, although somewhat elusive and intangible at this stage in the planning for a Center, are nonetheless conceived of as being extremely important and deserving of appropriate consideration at such a time when more concrete plans are being formulated with the architects.

Initially, it is appropriate that a statement be made concerning the influence of siting for the proposed Center, inasmuch as so many other factors pertaining to the Center are contingent upon this consideration. Having been informed by the Capital Construction Board that the Union Bay site is, at present, the most logical choice of a site for the proposed Center, this study,

with its resultant recommendations, has been predicated upon the expected utilization of that site. Admittedly, certain factors as yet undetermined may have the effect of altering this choice in the future. Should such become the case, it is naturally anticipated that certain of the stated requirements in terms of facilities will require revision to bring them into line with the potentialities of the new site. For instance, utilization of a site closer to the main campus might necessitate revisions in planning geared toward a greater utilization of existent campus facilities.

Whatever the case, it is strongly recommended that a minimum of 10-15 acres be allocated to the Center and its surroundings. This is an important consideration for two reasons. First, it will allow sufficient space for parking, outside recreational facilities, pleasant surroundings, and a degree of flexibility in planning the facility. Secondly, it will insure the availability of space required for the later expansion of these facilities at such a time when needs dictate.

Overall aesthetic qualities are felt to be highly important in a facility of this type. Inasmuch as many participants attend certain events on a periodic basis, it is very likely that they will find themselves returning to the Center several times during the course of any one year and a great many times over a period of years. Such being the case, it is of the utmost importance that a maximum effort be devoted to making the entire facility as comfortable and inviting as possible, thereby insuring that a Continuing Education Center at the University of Washington would

be a place which people would enjoy and look forward to returning to. Inextricably tied to the foregoing concept is the avoidance at all costs of a "hotel-like" atmosphere, with all the coldness and impersonality that term connotes. On the contrary, the Center should be designed in such a way so as to reflect its basic purpose, that is, a self-contained facility wherein participants may work, study, sleep, dine, and relax, comfortably and with a minimum of distraction. Concurrent with these considerations, it is recommended that a great deal of thought be given to such matters as tasteful landscaping and a pleasing and utilitarian architectural style and decor, both interior and exterior, infused where possible with a distinctive Northwestian atmosphere.

The problem of the relationships of interior to exterior areas, as well as interior to interior areas, is assuredly a most important one, although at this juncture very little may be said specifically about the matter, pending the actual commencement of planning by the architects. Generally speaking, however, it may be noted that, insofar as is possible, attention should be given to a physical separation of the conference/instructional facilities, with their corresponding administrative offices, from the so-called "residential" aspects of the facility, such as living and dining accommodations and associated administrative offices.

Recreational facilities are conceived of as a most important part of this facility, and although space has been given to the description of an inside recreation room, no indication has been given as to the extent of outside facilities of this type. Realizing

that such considerations are dependent upon the availability of acreage and the physical layout of the permanent facilities, it is nonetheless urged that appropriate consideration be given in the final planning to the availability of a number of these outside recreational areas, possibly to include such facilities as badminton, a putting green, and a small track for running.

Certain highly recommended mechanical requirements of the Center deserve special mention. To the normal distribution of washroom facilities, as determined by the architects, should be added the recommendation that a special concentration of such washroom facilities be placed in relative proximity to the conference/instructional areas. This consideration is prompted by the fact that a great many conferences will conceivably be taking breaks at the same general time, with only a small amount of time between sessions. Particular attention should be given to the convenient location of concentrations of pay telephones in all areas where large numbers of people are apt to congregate, such as near the instructional, dining, and registration areas. The need for extensive use of audio-visual equipment in many of the instructional areas, as indicated in the individual room descriptions, is again emphasized as a necessary component of many of the highly specialized usages to which these rooms will be put. The exact nature and extent of these audio-visual facilities is yet to be determined in consultation with those individuals most knowledgeable in this field. Soundproofing and high capacity forced air ventilation have been specified as

requirements in a number of areas and are deserving of careful consideration, particularly in view of the benefits they provide in terms of both comfort and utility.

Finally, it should be noted that, wherever ultimately constructed, certain of the needs and requirements of the Continuing Education Center will of necessity have to be supplied in cooperation with certain on-campus offices and departments. Such units as Physical Plant, Safety Division, and Student Residences come immediately to mind in this context, although any such listing would invariably include others as well. These arrangements, of course, remain to be worked out at a future date.

E. Conclusion. In conclusion, it is the hope of this Committee that the initial study as described herein may form the basis for future action relative to the proposed Center and will serve as a solid foundation for the development of more concrete plans by and in consultation with the architects. It is our understanding that further planning for the Center, including consultation with the University Architect's Office, with University fiscal officers, and with other appropriate members of the University's faculty and staff, will be carried on by the Office of the Dean, Continuing Education. Due to the real and pressing needs for such a Center, the members of this Committee strongly recommend that steps toward its construction be initiated as rapidly as possible. .

The Committee believes that it has fulfilled its assignment as stated in the mandate letter and respectfully requests, therefore, that it be discharged.

APPENDIX I

CHART I

Short Courses and Conferences Housing Needs
In Any One Period to Accommodate 35% of Conference Demand

CHART II

Short Courses and Conferences Parking Needs
In Any One Period to Accommodate 35% of Conference Demand

CHART III

Short Courses and Conferences Room Needs at Any One Period
to Accommodate 35% of Conference Demand

CHART IV

Total Activity
1964-1965

CHART V

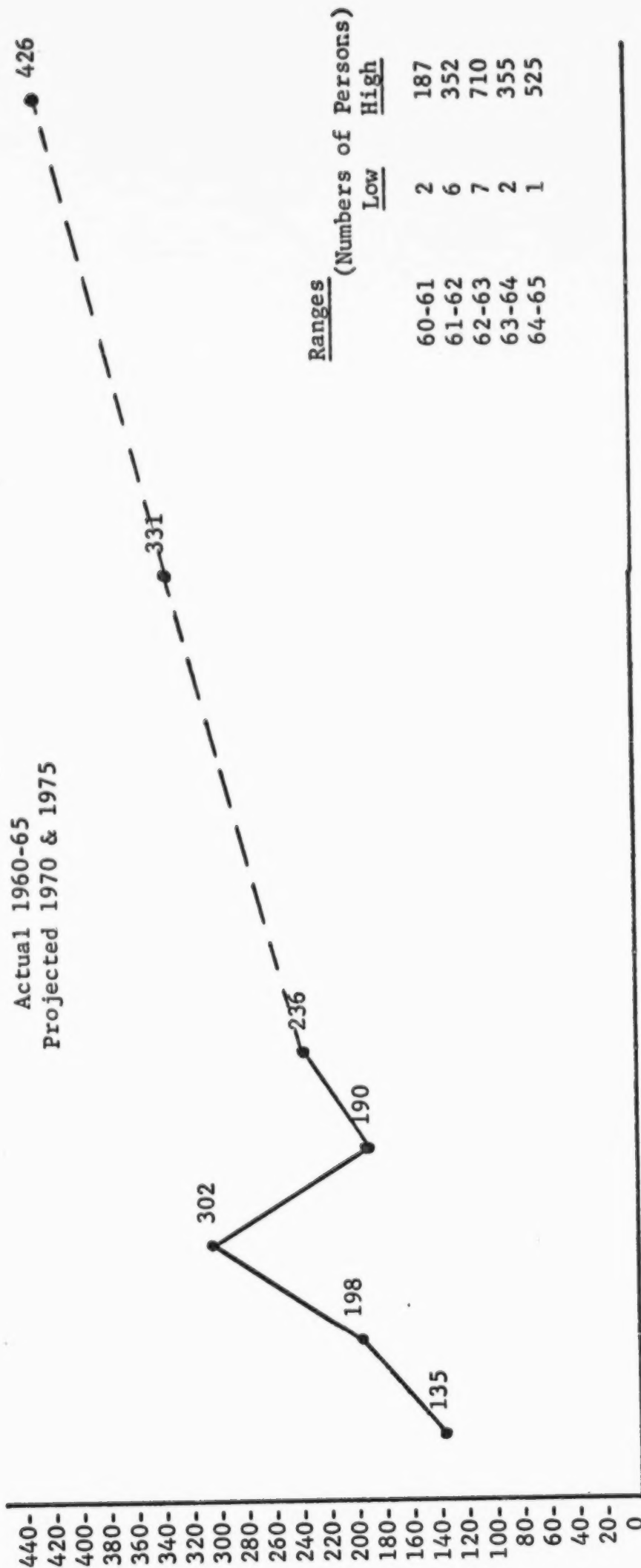
Projected Growth of Total Activity
to 1970 and 1975

CHART VI

Summary of Present and Anticipated Needs within Continuing
Education Center relative to Housing, Parking, and Instructional
Facilities, to Accommodate 35% of Conference Demand on a Daily Basis

CHART I

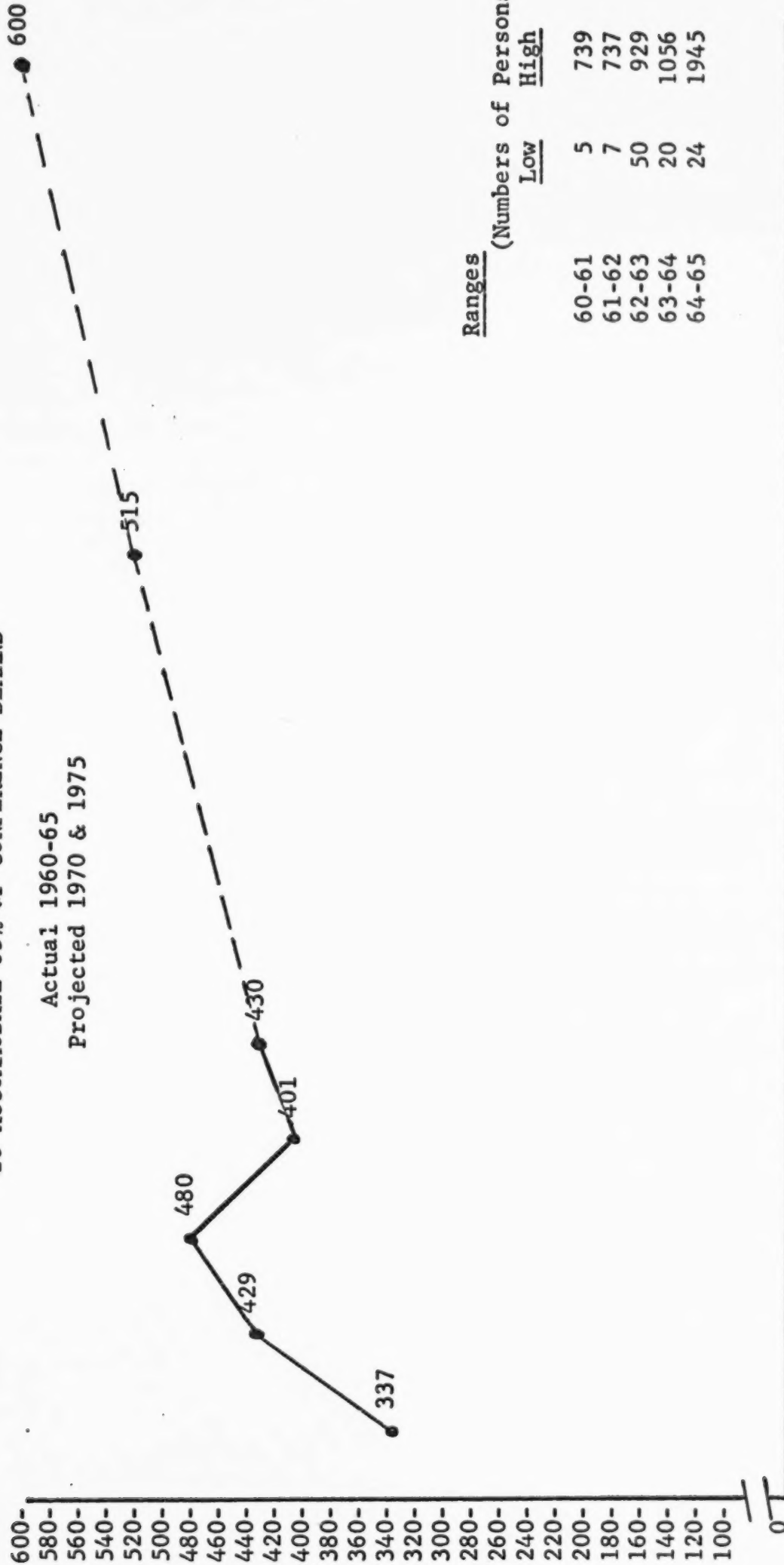
SHORT COURSES AND CONFERENCES
HOUSING NEEDS IN ANY ONE PERIOD
TO ACCOMMODATE 85% OF CONFERENCE DEMAND



Ranges	(Numbers of Persons)	
	Low	High
60-61	2	187
61-62	6	352
62-63	7	710
63-64	2	355
64-65	1	525

CHART II

SHORT COURSES AND CONFERENCES
PARKING NEEDS IN ANY ONE PERIOD
TO ACCOMMODATE 85% OF CONFERENCE DEMAND



Ranges	(Numbers of Persons)	
	Low	High
60-61	5	739
61-62	7	737
62-63	50	929
63-64	20	1056
64-65	24	1945

*World's Fair Period: Abnormally Increased Attendance

CHART III

SHORT COURSES AND CONFERENCES ROOM NEEDS AT ANY ONE PERIOD
TO ACCOMMODATE 85% OF CONFERENCE DEMANDActual 1960-1965
Projected 1970 and 1975

SIZES:	Auditorium	500 Maximum
	Large Lecture Room	250 Maximum
	Medium Lecture Room	150 Maximum
	Small Lecture Room	100 Maximum
	Large Seminar Room	60 Maximum
	Small Seminar Room	30 Maximum

Auditorium

1960-61	1
1961-62	1
1962-63	2
1963-64	2
1964-65	2
1969-70	3
1974-75	3

Small Lecture Room

1960-61	6
1961-62	4
1962-63	4
1963-64	7
1964-65	6
1969-70	6
1974-75	7

Large Lecture Room

1960-61	2
1961-62	2
1962-63	2
1963-64	1
1964-65	2
1969-70	2
1974-75	3

Large Seminar Room

1960-61	1
1961-62	5
1962-63	3
1963-64	3
1964-65	4
1969-70	5
1974-75	6

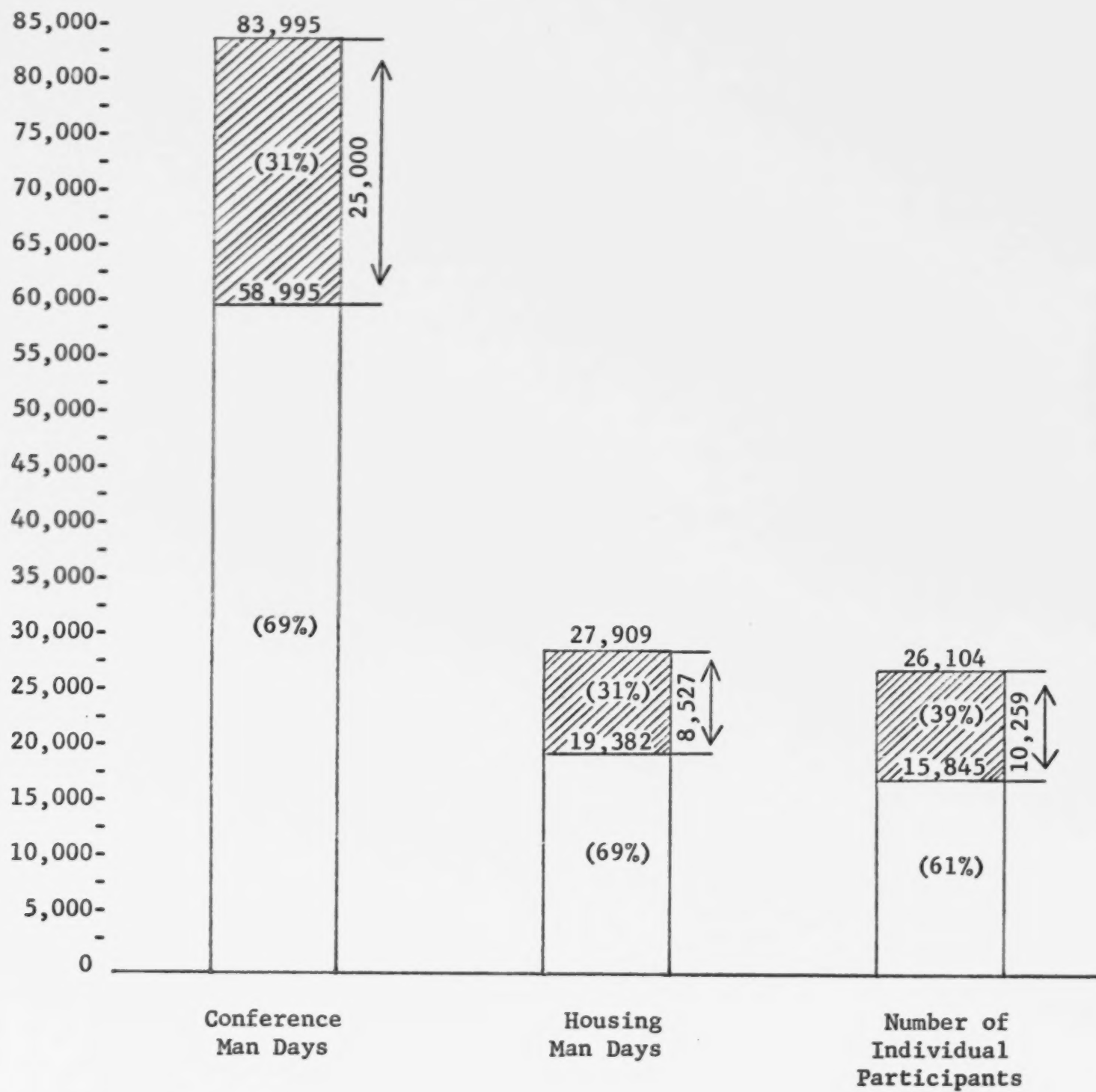
Medium Lecture Room

1960-61	2
1961-62	3
1962-63	2
1963-64	3
1964-65	3
1969-70	3
1974-75	4

Small Seminar Room

1960-61	5
1961-62	4
1962-63	4
1963-64	5
1964-65	5
1969-70	6
1974-75	7

CHART IV
TOTAL ACTIVITY
1964-65



= Activity of Other Offices



= Short Courses Activity

CHART IV (Continued)

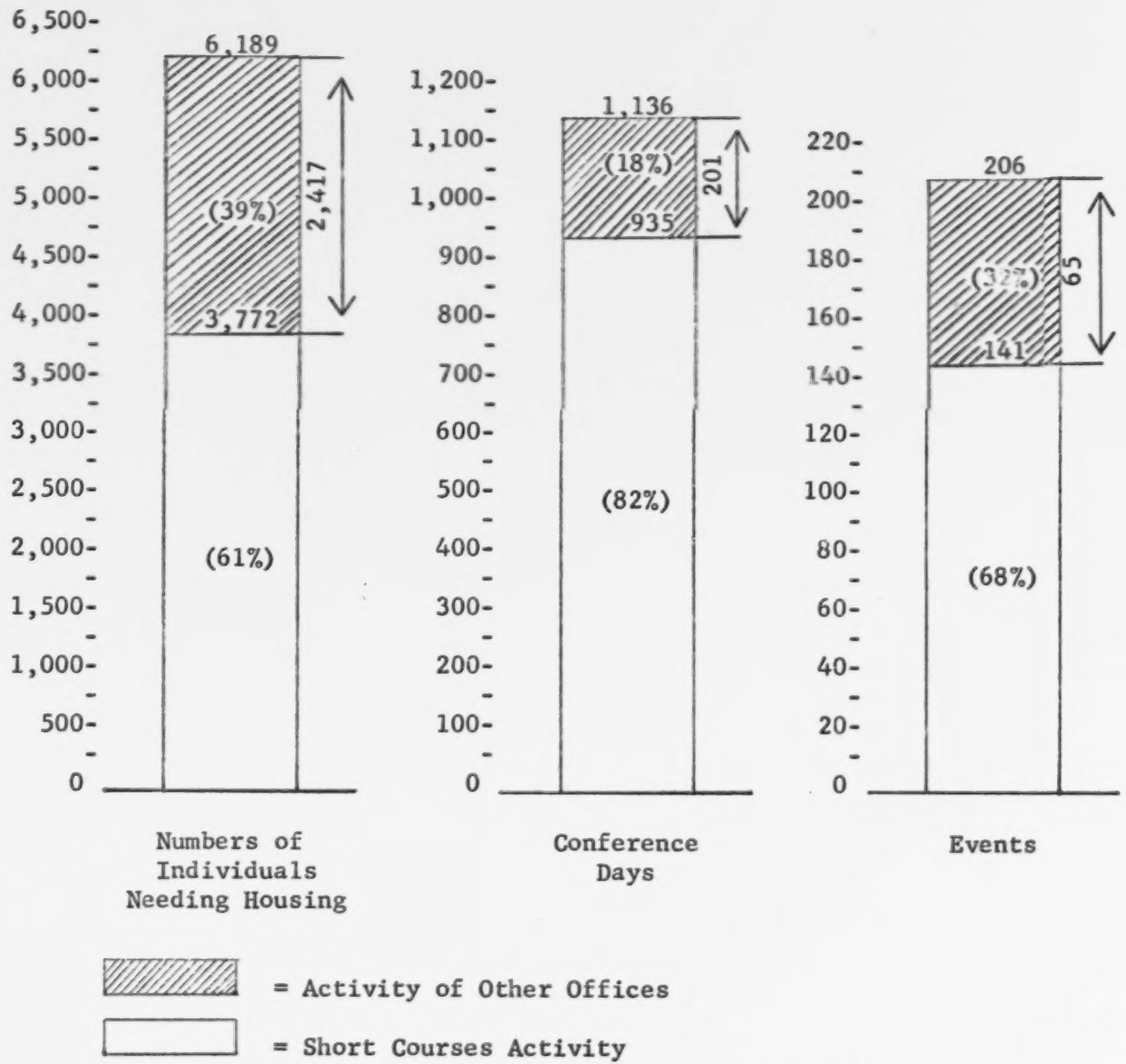


CHART V

PROJECTED GROWTH OF TOTAL ACTIVITY
to 1970 and 1975

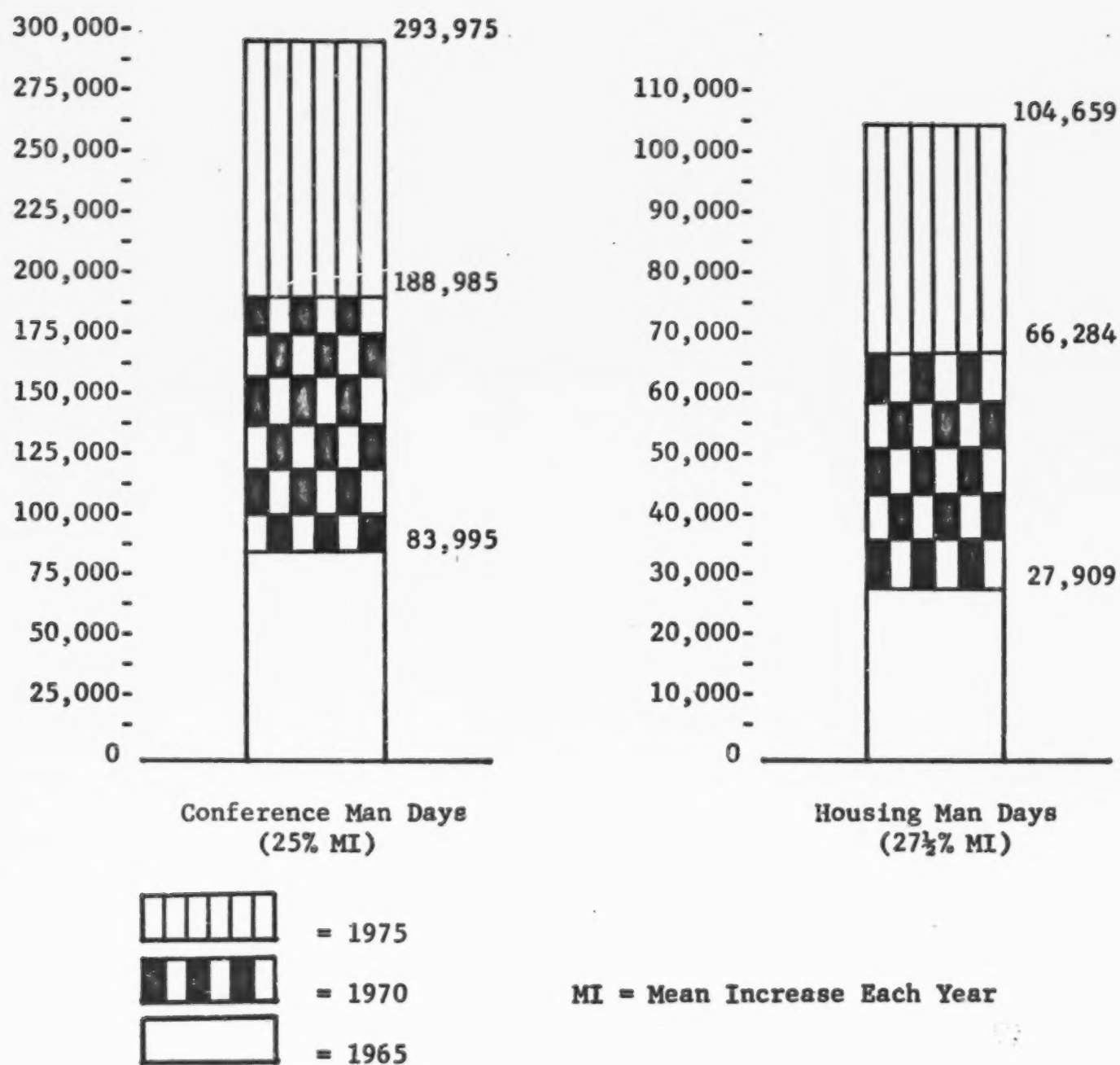


CHART V (Continued)

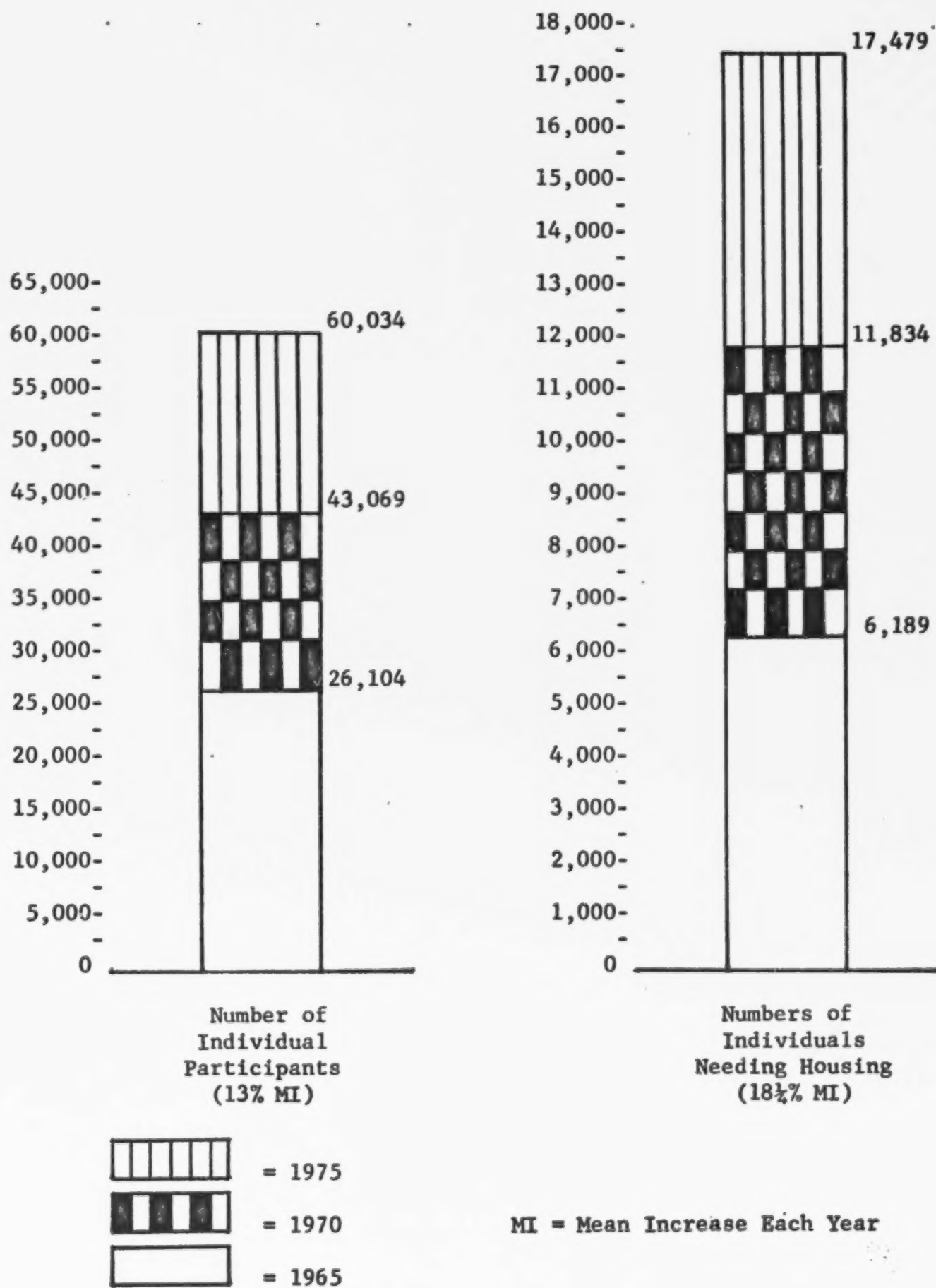
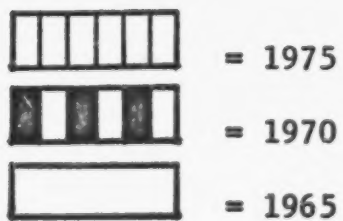
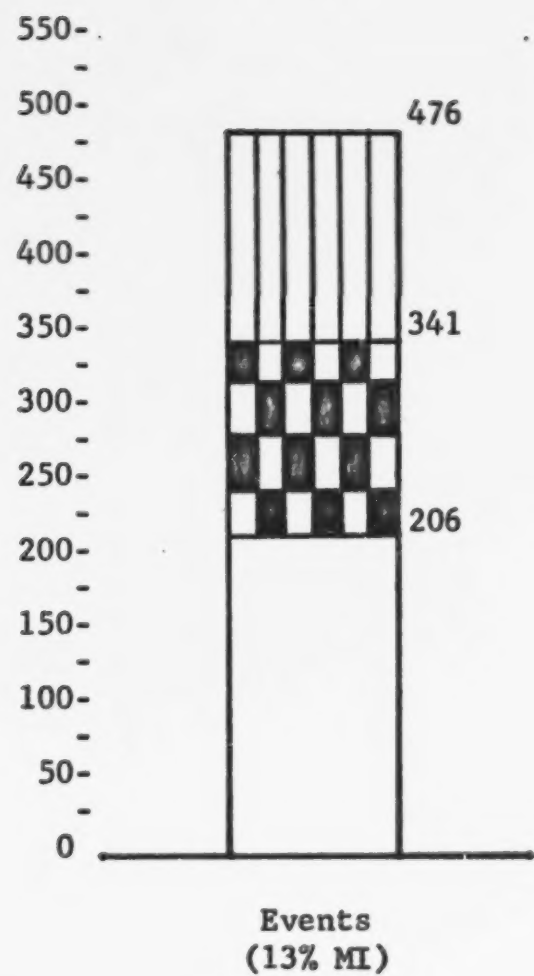
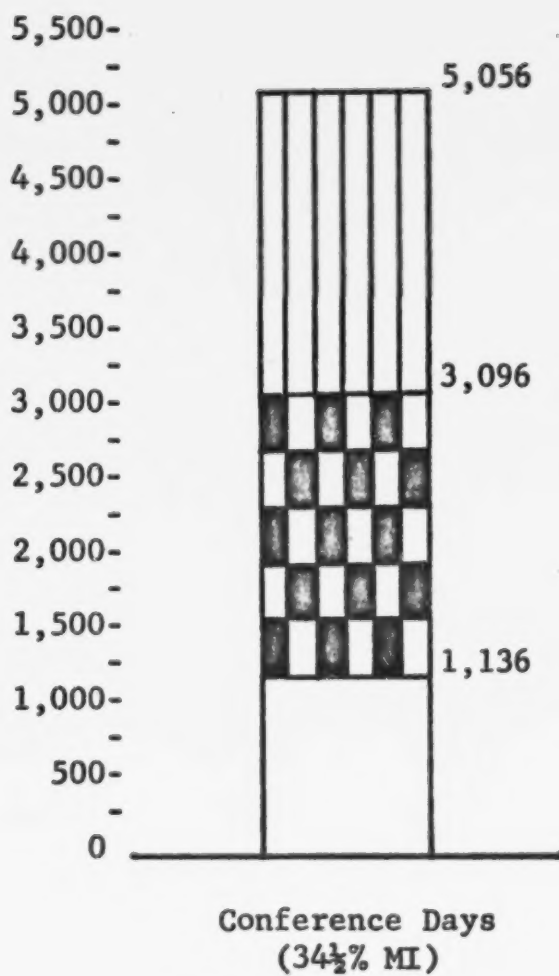


CHART V (Continued)



MI = Mean Increase Each Year

CHART VI

Summary of Present and Anticipated Needs within Continuing Education Center relative to Housing, Parking, and Instructional Facilities, to Accommodate 85% of Conference Demand on a Daily Basis

NUMBERS OF PERSONS NEEDING
HOUSING AND PARKING ACCOMMODATIONS

<u>Year</u>	<u>Housing</u>	<u>Parking</u>
1964-65	236	430
1969-70	331	515
1974-75	426	600

NUMBERS OF INSTRUCTIONAL ROOMS REQUIRED

<u>Room</u>	<u>1964-65</u>	<u>1969-70</u>	<u>1974-75</u>
Auditoria	2	3	3
Large Lecture Rooms	2	2	3
Medium Lecture Rooms	3	3	4
Small Lecture Rooms	6	6	7
Large Seminar Rooms	4	5	6
Small Seminar Rooms	5	6	7

APPENDIX II

List of Rooms, Areas, and Spaces for Optimum Continuing
Education Center, with Estimated Total Area

Individual Room Descriptions for Continuing Education Center

LIST OF ROOMS, AREAS, AND SPACES FOR OPTIMUM CONTINUING
EDUCATION CENTER, WITH ESTIMATED TOTAL AREA

	<u>Page</u>	<u>Estimated Total Square Footage</u>
I. INSTRUCTIONAL FACILITIES		
A. Auditoria (500)*	38	15,000
B. Large Lecture Rooms (250)	39	7,500
C. Medium-size Lecture Rooms (150)	40	6,000
D. Small Lecture Rooms (100)	41	7,000
E. Large Seminar Rooms (60) (Includes Special Seminar Room and Laboratory, pp. 44 and 45 respectively)	42	3,600
F. Small Seminar Rooms (30)	43	2,100
G. Special Seminar Room (50) (A specially adapted Large Seminar Room)	44	--
H. Laboratory (50) (A specially adapted Large Seminar Room)	45	--
		41,200
II. DINING FACILITIES		
A. Extra Large Banquet Room (550)*	46	8,250
B. Large Banquet Room (400)	47	6,000
C. Medium Banquet Room (150)	48	2,250
D. General Dining Room (100)	49	1,500
E. Very Small Banquet Room (50)	50	1,000
F. Kitchenettes	51	225
		19,225

*Indicates capacity of room

Estimated Total
Square Footage

Page

III. LIVING ACCOMMODATIONS

A. One-Bed Rooms	52	50,800
B. Two-Bed Rooms	53	28,350
C. Executive Accommodations	54	<u>2,000</u>
		81,150

IV. ADMINISTRATIVE (Center)

A. Office of Director of Center	55	150
B. Office of Assistant to Director of Center	56	120
C. Office of Secretary to Director and Assistant Director of Center	57	150
D. Residence Manager's Office	58	120
E. Secretary/Receptionist Office	59	150
F. Executive Housekeeper's Office	60	120
G. Room Scheduler's Office	61	120
H. Linen Supply Room	62	1,000
I. Typists' Area	63	400
J. Accountant's Office	64	120
K. Food Services Supervisor's Office	65	120
L. Food Services Assistants' Office	66	200
M. Audio-Visual Office	67	200
N. Residential Registration Area	68	**
O. Main Switchboard Area	69	**
P. Janitorial Supply Room	70	**
Q. Service and Maintenance Room	71	**
R. Heavy Machine, Work, and Freight Receiving Area	72	<u>**</u>
		2,970

**Non-assignable area

Estimated Total
Square Footage

Page

V. ADMINISTRATIVE (For Conferences)

A. Short Courses and Conferences Manager's Office	73	150
B. Administrative Assistant's Office	74	120
C. Conference Room	75	150
D. Secretary's Office	76	150
E. Typists' Office	77	300
F. General Reception Office	78	200
G. Light Work and Storage Area	79	**
H. Conference Coordinators' Offices	80	480
I. Association Offices	81	240
J. Accountant's Office	82	200
K. Registration Area	83	**
L. Registration Office for Short Courses and Conferences	84	180
		2,170

VI. GENERAL

A. Lobbies	85	**
B. Service Counter	86	**
C. Exhibit Areas	87	6,000
D. Audio-Visual Control Room	88	300
E. Audio-Visual Preparation Room	89	100
F. Ironing Rooms	90	200
G. Small Vending-Machine Rooms	91	600
H. Recreation Room	92	1,000

**Non-assignable area

Estimated Total
Square Footage

Page

VI. GENERAL
(Continued)

I. Hat and Coat Checkrooms	93	**
J. Lounges	94	**
		8,200
Total Assignable Area		154,915
Allowance for Non-Assignable Areas (Corridors, Washrooms, Wall Thicknesses, etc.), 67%***		103,793
ESTIMATED GROSS AREA, ASSIGNABLE AND NON-ASSIGNABLE		258,708

**Non-assignable area

***Factor of 67% suggested by Mr. Coryell Berry, Assistant University Architect

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: INSTRUCTIONAL FACILITIES

Description of Room: Auditoria

No. of Rooms: 3 Area of Room: 5,000 sq. ft. Total: 15,000 sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable): 500

Primary Function: Accommodation for plenary sessions of large conferences

Secondary Function: Public lectures

Preferred Location of Room(s): In proximity to Exhibit Area; relatively near Conference Registration Area and entire instructional complex.

Furnishings: Theatre-type seats with folding tablet arms; portable lectern; blackboards.

Special Facilities and/or Requirements: Equipment for television origina-
tion and reception; public address system and wireless microphones; stage
light, spotlights, and lighting panel; high capacity forced air ventilation;
soundproofing; projection booth with other appropriate audio-visual equip-
ment; easy access and flow from the rear; equipped with cloakrooms and
registration ticket counter.

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: INSTRUCTIONAL FACILITIES

Description of Room: Large Lecture Rooms

No. of Rooms: 3 Area of Room: 2,500 sq. ft. Total: 7,500 sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable): 250

Primary Function: Lecture rooms

Secondary Function: _____

Preferred Location of Room(s): In instructional complex

Furnishings: Projection and screen equipment (including booth); taping equipment; microphones; easily visible blackboards; elevated podium and table space.

Special Facilities and/or Requirements: Easy access and flow from the rear; shaped so as to allow all to view stage easily; appropriate audio-visual equipment (consider equipment for television origination and reception); high capacity forced air ventilation; facility for darkening.

Additional Comments: One of the rooms should have a sloping floor and theatre-type seats; the other rooms should have flat floors and comfortable, movable seats, with folding tablet arms. (Dean Mary Tschudin, Nursing, requested that consideration be given to having one circular auditorium which would be useful in activities such as role-playing, interaction observation, and other clinical observation; such a facility would be used extensively by any group which attempts to maintain audience participation.)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: INSTRUCTIONAL FACILITIESDescription of Room: Medium-size Lecture RoomsNo. of Rooms: 4 Area of Room: 1,500 sq. ft. Total: 6,000 sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 150Primary Function: Lecture rooms

Secondary Function: _____

Preferred Location of Room(s): In instructional complex

Furnishings: Projection and screen equipment; taping equipment; micro-
phones; easily visible blackboards; comfortable, movable seats with folding
tablet arms.

Special Facilities and/or Requirements: Easy access and flow from the rear;
shaped so as to allow all to view stage easily; appropriate audio-visual
equipment; high capacity forced air ventilation; portable projection booth;
facility for darkening.

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: INSTRUCTIONAL FACILITIESDescription of Room: Small Lecture RoomsNo. of Rooms: 7 Area of Room: 1,000 sq. ft. Total: 7,000 sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 100Primary Function: Lecture rooms

Secondary Function: _____

Preferred Location of Room(s): In instructional complex

Furnishings: Projection and screen equipment (including portable projection booth); taping equipment; microphones; easily visible blackboards; comfortable, movable seats with folding tablet arms.

Special Facilities and/or Requirements: Easy access and flow from the rear; shaped so as to allow all to view stage easily; appropriate audio-visual equipment; high capacity forced air ventilation; facility for darkening.

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: INSTRUCTIONAL FACILITIES

Description of Room: Large Seminar Rooms

No. of Rooms: 6* Area of Room: 600 sq. ft. Total: 3,600 sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable): 60

Primary Function: Seminar rooms

Secondary Function: _____

Preferred Location of Room(s): In instructional complex

Furnishings: Slide-type projection equipment, including pull-down screen; pull-down blackboards in one room (stationary in others); blackboards on three sides; padded chairs; adjustable table set-ups.

Special Facilities and/or Requirements: Facility for darkening; high capacity forced air ventilation; appropriate audio-visual equipment.

Additional Comments: *One of these Large Seminar Rooms will be a Special Seminar Room (See description on page 44) and the other will be a Laboratory (See page 45).

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: INSTRUCTIONAL FACILITIESDescription of Room: Small Seminar RoomsNo. of Rooms: 7 Area of Room: 300 sq. ft. Total: 2,100 sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 30Primary Function: Seminar roomsSecondary Function: Conference rooms; press roomsPreferred Location of Room(s): In instructional complexFurnishings: One stationary blackboard; tables and comfortable chairs;
phone jacks.Special Facilities and/or Requirements: Facility for darkening; high
capacity forced air ventilation; appropriate audio-visual equipment.Additional Comments: Blackboard arrangements for some seminar rooms should
be reviewed with mathematics and science faculty members.

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: INSTRUCTIONAL FACILITIESDescription of Room: Special Seminar RoomNo. of Rooms: 1* Area of Room: * sq. ft. Total: * sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 50Primary Function: For use as seminar room for top-level executive seminarsSecondary Function: Conference/committee room for special purposes;
special luncheon meetings.Preferred Location of Room(s): If possible, rooftop location, with
orientation toward most attractive view.Furnishings: Pull-down blackboards; paneling; provisions for coffee and
refreshments; comfortable tables and chairs; telephone service; carpeting;
facility for darkening; couch and chairs; end tables; lamps.Special Facilities and/or Requirements: Concealed storage area; appropriate
audio-visual equipment; high capacity forced air ventilation; suitable
for catered luncheon meetings.Additional Comments: *This will be a specially adapted Large Seminar Room
(See page 42).

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: INSTRUCTIONAL FACILITIESDescription of Room: LaboratoryNo. of Rooms: 1* Area of Room: * sq. ft. Total: * sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 50Primary Function: Laboratory to be used as auxiliary classroom for
practical demonstrations and work sessions

Secondary Function: _____

Preferred Location of Room(s): In general instructional complexFurnishings: Counters; tables; basic utilities; other appropriate
equipment.Special Facilities and/or Requirements: Multi-purpose in function; high
capacity forced air ventilation; television origination and reception.Additional Comments: *This will be a specially adapted Large Seminar Room
(See page 42).

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: DINING FACILITIESDescription of Room: Extra Large Banquet RoomNo. of Rooms: 1 Area of Room: 8,250 sq. ft. Total: 8,250 sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 550Primary Function: Private banquet purposesSecondary Function: Cafeteria dining

Preferred Location of Room(s): In dining complex; adjacent to kitchen;
conveniently accessible to living and instructional areas.

Furnishings: Movable oblong tables; chairs; appropriate appointments.

Special Facilities and/or Requirements: Sliding door partitioning area into
two rooms of 275 each (partition should be attractive and absolutely sound-
proof); cafeteria service counter hidden from view of dining area (able to
serve others even though room is used for catering); wiring, lighting, and
sound suitable for audio-visual purposes; closed-circuit television between
this room and Large Banquet Room; direct sunlight access; many windows;
high capacity forced air ventilation.

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: DINING FACILITIESDescription of Room: Large Banquet RoomNo. of Rooms: 1 Area of Room: 6,000 sq. ft. Total: 6,000 sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 400Primary Function: Private banquet purposes

Secondary Function: _____

Preferred Location of Room(s): In dining complex; conveniently accessible to living and instructional areas.Furnishings: Oblong tables; comfortable chairs; projection equipment and microphones (with appropriate wiring); facility for darkening.Special Facilities and/or Requirements: Sliding door to divide room into two parts of 250 and 150 capacity (sliding door should be attractive and absolutely soundproof); high capacity forced air ventilation; closed-circuit television to Extra Large Banquet Room; direct sunlight access.

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: DINING FACILITIESDescription of Room: Medium Banquet RoomNo. of Rooms: 1 Area of Room: 2,250 sq. ft. Total: 2,250 sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 150Primary Function: Private banquet purposesSecondary Function: Committee roomsPreferred Location of Room(s): In dining complex; conveniently accessible to living and instructional areas.Furnishings: Oblong tables and chairs; folding doors dividing room into areas of 40, 50, and 60 capacity.Special Facilities and/or Requirements: Wiring for microphones and projection equipment; direct sunlight access.

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: DINING FACILITIESDescription of Room: General Dining RoomNo. of Rooms: 1 Area of Room: 1,500 sq. ft. Total: 1,500 sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 100Primary Function: Public sit-down dining area

Secondary Function: _____

Preferred Location of Room(s): In dining complex; adjacent to kitchen;
conveniently accessible to living and instructional areas.

Furnishings: Round tables; chairs; appropriate appointments.

Special Facilities and/or Requirements: Many picture windows; as much view
as possible; high capacity forced air ventilation.

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: DINING FACILITIESDescription of Room: Very Small Banquet RoomNo. of Rooms: 1 Area of Room: 1,000 sq. ft. Total: 1,000 sq. ft.No. of Occupants: Normal: Variable Maximum (where applicable): 50Primary Function: For use as special banquet areaSecondary Function: Luncheon committee room; could also serve special conference purposes.Preferred Location of Room(s): Near to, but isolated from general dining areas; accessible to living and instructional areas.Furnishings: Appropriate furnishings and appointmentsSpecial Facilities and/or Requirements: Direct sunlight access; good view; high capacity forced air ventilation; phone jacks.

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: DINING FACILITIESDescription of Room: KitchenettesNo. of Rooms: 3 Area of Room: 75 sq. ft. Total: 225 sq. ft.No. of Occupants: Normal: 1 Maximum (where applicable): 2-3Primary Function: Coffee services for conference groups

Secondary Function: _____

Preferred Location of Room(s): On each floor of instructional complex;
near lounge or lobby areas.Furnishings: Refrigerator; coffee urns; minimal sink, stove, and storage
needs.

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: LIVING ACCOMMODATIONSDescription of Room: One-Bed RoomsNo. of Rooms: 254 Area of Room: 200 sq. ft. Total: 50,800 sq. ft.No. of Occupants: Normal: 1 Maximum (where applicable): _____Primary Function: Bedroom and living area

Secondary Function: _____

Preferred Location of Room(s): In living accommodations complex

Furnishings: One twin bed; combined dresser and writing desk; closet;
attached bath with shower and tub; study chair; lounge chair; end table
and lamp; bed table; drapes.

Special Facilities and/or Requirements: Direct sunlight access

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: LIVING ACCOMMODATIONSDescription of Room: Two-Bed RoomsNo. of Rooms: 81 Area of Room: 350 sq. ft. Total: 28,350 sq. ft.No. of Occupants: Normal: 2 Maximum (where applicable): _____Primary Function: Bedroom and living area

Secondary Function: _____

Preferred Location of Room(s): In living accommodations complex

Furnishings: Two twin beds; two combined dressers and writing desks;
closet; attached bath with shower and tub; two study chairs; two lounge
chairs; end tables and lamps; bed tables; drapes.

Special Facilities and/or Requirements: Direct sunlight access

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: LIVING ACCOMMODATIONS

Description of Room: Executive Accommodations

No. of Rooms: 5 Area of Room: 400 sq. ft. Total: 2,000 sq. ft.

No. of Occupants: Normal: 2 Maximum (where applicable): 6-8

Primary Function: Bedroom and living area

Secondary Function: Small, private conference area; executive committee room.

Preferred Location of Room(s): Separated in some way from rest of living accommodations

Furnishings: Twin beds; attached bath with shower and tub; television; dressers; couches; lounge chairs; end tables; lamps; writing desks and chairs; coffee equipment; bed tables; drapes.

Special Facilities and/or Requirements: Maximum privacy and view; direct sunlight access.

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Office of Director of Center

No. of Rooms: 1 Area of Room: 150 sq. ft. Total: 150 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Private Office

Secondary Function:

Preferred Location of Room(s): In Center administrative complex; on main floor; adjacent to Assistant Director's and Secretary's Offices.

Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Office of Assistant to Director of Center

No. of Rooms: 1 Area of Room: 120 sq. ft. Total: 120 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Private Office

Secondary Function:

Preferred Location of Room(s): In Center administrative complex; adjacent to Director's and Secretary's Offices.

Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)Description of Room: Office of Secretary to Director and Assistant
Director of CenterNo. of Rooms: 1 Area of Room: 150 sq. ft. Total: 150 sq. ft.No. of Occupants: Normal: 1 Maximum (where applicable): 3-4Primary Function: Secretary's OfficeSecondary Function: Reception AreaPreferred Location of Room(s): In Center administrative complex; adjacent
to offices of Director and Assistant Director of Center.Furnishings: Appropriate complement of office, secretarial, and reception
area furnishings.

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Residence Manager's Office

No. of Rooms: 1 Area of Room: 120 sq. ft. Total: 120 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Private Office

Secondary Function:

Preferred Location of Room(s): In Center administrative complex; adjacent to Secretary's Office; near offices of Food Services Supervisor and Executive Housekeeper.

Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Secretary/Receptionist Office

No. of Rooms: 1 Area of Room: 150 sq. ft. Total: 150 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable): 3-4

Primary Function: Secretary's Office

Secondary Function: Reception and waiting area

Preferred Location of Room(s): In Center administrative complex; adjacent to office of Residence Manager.

Furnishings: Appropriate complement of office, secretarial, and reception area furnishings.

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Executive Housekeeper's Office

No. of Rooms: 1 Area of Room: 120 sq. ft. Total: 120 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Private Office

Secondary Function:

Preferred Location of Room(s): In Center administrative complex; in proximity of Linen Supply Room; near Residence Manager's Office.

Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Room Scheduler's Office

No. of Rooms: 1 Area of Room: 120 sq. ft. Total: 120 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Private office

Secondary Function:

Preferred Location of Room(s): Near other central offices of this
administrative complex

Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Linen Supply Room

No. of Rooms: 1 Area of Room: 1000 sq. ft. Total: 1000 sq. ft.

No. of Occupants: Normal: 2 Maximum (where applicable): 3-4

Primary Function: Supply room for linen and appropriate housekeeping items

Secondary Function: Rest and check-in area for maids

Preferred Location of Room(s): In proximity to Executive Housekeeper's Office; preferably in basement area.

Furnishings: Storage space; some lounge furniture; tables; lockers.

Special Facilities and/or Requirements: Adjacent rest room and dressing room

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Typists' Area

No. of Rooms: 1 Area of Room: 400 sq. ft. Total: 400 sq. ft.

No. of Occupants: Normal: 2 Maximum (where applicable): 3

Primary Function: Area for general typing, filing, and other secretarial functions in support of residential area offices.

Secondary Function: _____

Preferred Location of Room(s): In Center administrative complex; adjacent to residential registration area; near residential area offices.

Furnishings: Appropriate complement of secretarial equipment and furnishings

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Accountant's Office

No. of Rooms: 1 Area of Room: 120 sq. ft. Total: 120 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Office of Residential Area Accountant

Secondary Function:

Preferred Location of Room(s): In Center administrative complex; near
Residence Manager's Office.

Furnishings: Appropriate complement of office furnishings and associated
clerical equipment

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)Description of Room: Food Services Supervisor's OfficeNo. of Rooms: 1 Area of Room: 120 sq. ft. Total: 120 sq. ft.No. of Occupants: Normal: 1 Maximum (where applicable): _____Primary Function: Private Office

Secondary Function: _____

Preferred Location of Room(s): In Center administrative complex; near
Residence Manager's Office; near kitchen.Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Food Services Assistants' Office

No. of Rooms: 1 Area of Room: 200 sq. ft. Total: 200 sq. ft.

No. of Occupants: Normal: 2 Maximum (where applicable):

Primary Function: Office and work area

Secondary Function:

Preferred Location of Room(s): In Center administrative complex; adjacent to Food Services Supervisor's Office.

Furnishings: Appropriate office furnishings and clerical equipment

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Audio-Visual Office

No. of Rooms: 1 Area of Room: 200 sq. ft. Total: 200 sq. ft.

No. of Occupants: Normal: 2 Maximum (where applicable):

Primary Function: Office for Audio-Visual Coordinator and Assistant

Secondary Function:

Preferred Location of Room(s): In Center administrative complex; near
Audio-Visual Control Room.

Furnishings: Appropriate equipment and furnishings

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)Description of Room: Residential Registration AreaNo. of Rooms: 1 Area of Room: * sq. ft. Total: * sq. ft.No. of Occupants: Normal: * Maximum (where applicable): *Primary Function: Area for residential registration, banquet arrangements, and associated functions.Secondary Function: Telephone and mail-handling area for guests; cashiering area.Preferred Location of Room(s): In Center administrative complex, but slightly separated; adjacent to residential registration lobby and near primary entrance; near living accommodations; near Residence Manager's Office.Furnishings: Appropriate complement of furnishings; registration counter of sufficient height for writing; storage; telephones; cashiering equipment; small desks.Special Facilities and/or Requirements: Public address system at counter; special telephone wiring; space overhead for signs; registration counter (length - 45', width - 2½'); built-ins in counter for name tags; ability to close off counter from lobby when not in use; 9' walking space behind counter; ability to open counter in three sections (of 10', 10', and 25'); cash registers; storage and high stools; pull-out shelves; good lighting.

Additional Comments: _____

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Main Switchboard Area

No. of Rooms: 1 Area of Room: * sq. ft. Total: * sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Main switchboard for Center

Secondary Function:

Preferred Location of Room(s): In Center administrative complex; close to main entrance and in direct view of those entering.

Furnishings: Switchboard; other appropriate furnishings.

Special Facilities and/or Requirements: Permanent bulletin board should be located near main switchboard and entrance.

Additional Comments:

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Janitorial Supply Room

No. of Rooms: 1 Area of Room: * sq. ft. Total: * sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable): 3-4

Primary Function: Supply room for janitorial supplies and equipment

Secondary Function: Check-in and rest area for janitors

Preferred Location of Room(s): Accessible to both Center administrative complex and living accommodations; preferably in basement.

Furnishings: Storage for supplies and equipment; some lounge furniture.

Special Facilities and/or Requirements: _____

Additional Comments: _____

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Service & Maintenance Room

No. of Rooms: 1 Area of Room: * sq. ft. Total: * sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable): 2

Primary Function: Room for servicing of machinery used in operation of Center

Secondary Function: _____

Preferred Location of Room(s): Basement of building

Furnishings: Appropriate tools, equipment, and supplies for the maintenance of machinery.

Special Facilities and/or Requirements: High voltage installations; intensified lighting; soundproofing; strong floors; easy access for transporting machinery to other areas; wide doors.

Additional Comments: _____

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (Center)

Description of Room: Heavy Machine, Work, and Freight Receiving Area

No. of Rooms: 1 Area of Room: * sq. ft. Total: * sq. ft.

No. of Occupants: Normal: 2 Maximum (where applicable): 5

Primary Function: Heavy machine, work, and freight receiving area; storage area.

Secondary Function: Assembly area; mail-receiving area.

Preferred Location of Room(s): Near instructional complex; adjacent to Light Work and Storage Area of Short Courses and Conferences.

Furnishings: Mimeographing machine; collating machine; Xerox machine; Ditto machine; binder; electric stapler; folding machine; many storage cabinets for books and papers; files for dead storage; assembly tables (or counter tables); special dollies.

Special Facilities and/or Requirements: Must have outside freight receiving entrance with dock; complete soundproofing; high capacity forced air ventilation; extra-strong floor; strong lighting.

Additional Comments: _____

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Short Courses and Conferences Manager's Office

No. of Rooms: 1 Area of Room: 150 sq. ft. Total: 150 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Private Office

Secondary Function:

Preferred Location of Room(s): Adjacent to offices of Administrative Assistant and Secretary

Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Administrative Assistant's Office

No. of Rooms: 1 Area of Room: 120 sq. ft. Total: 120 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Private Office

Secondary Function: _____

Preferred Location of Room(s): Adjacent to offices of Short Courses and
Conferences Manager and Secretary

Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Conference Room

No. of Rooms: 1 Area of Room: 150 sq. ft. Total: 150 sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable): Variable

Primary Function: Planning and conference area for this administrative complex

Secondary Function: _____

Preferred Location of Room(s): Adjacent to Short Courses and Conferences Manager's and Administrative Assistant's Offices

Furnishings: Appropriate complement of conference-room furnishings

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Secretary's Office

No. of Rooms: 1 Area of Room: 150 sq. ft. Total: 150 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Secretary's Office

Secondary Function: Receptionist and waiting area

Preferred Location of Room(s): Adjacent to offices of Manager and
Administrative Assistant

Furnishings: Appropriate complement of office and reception area
furnishings; appropriate secretarial equipment.

Special Facilities and/or Requirements: Separate entrance; away from
traffic pattern of registration.

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Typists' Office

No. of Rooms: 1 Area of Room: 300 sq. ft. Total: 300 sq. ft.

No. of Occupants: Normal: 2 Maximum (where applicable): 3-4

Primary Function: Working space for typists serving Short Courses and
Conferences operation

Secondary Function: _____

Preferred Location of Room(s): Near all associated offices of Short Courses
and Conferences operation; near Light Work and Storage Area.

Furnishings: Appropriate complement of office furnishings and secretarial
equipment

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)Description of Room: General Reception OfficeNo. of Rooms: 1 Area of Room: 200 sq. ft. Total: 200 sq. ft.No. of Occupants: Normal: 3 Maximum (where applicable): 5-6Primary Function: Reception area for associated offices of Short Courses and Conferences operation

Secondary Function: _____

Preferred Location of Room(s): As accessible as possible to all associated offices of Short Courses and Conferences operationFurnishings: Appropriate complement of reception area furnishings

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)Description of Room: Light Work and Storage AreaNo. of Rooms: 1 Area of Room: * sq. ft. Total: * sq. ft.No. of Occupants: Normal: 1 Maximum (where applicable): 3Primary Function: Conferences assembly area; light storage area for conference supplies and informational materials.Secondary Function: Work area for temporary and part-time personnelPreferred Location of Room(s): Near Typists' Office; near Registration Area; adjacent to Heavy Machine, Work, and Freight Receiving Area.Furnishings: Storage cabinets (of height to allow area for assembly); overhead storage; other appropriate equipment and facilities.Special Facilities and/or Requirements: Several doors, of more than standard width, opening into general registration area to provide easy access from all areas of registration counter.

Additional Comments: _____

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Conference Coordinators' Offices

No. of Rooms: 4 Area of Room: 120 sq. ft. Total: 480 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable): _____

Primary Function: Offices for conference coordinators

Secondary Function: _____

Preferred Location of Room(s): In Short Courses and Conferences adminis-
trative complex; near general reception area and Typists' Office.

Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Association Offices

No. of Rooms: 2 Area of Room: 120 sq. ft. Total: 240 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable): 2-3

Primary Function: Offices for special, additional conference coordinators;
special use by conference participants.

Secondary Function: Small rooms for two- to three-man conferences and
meetings

Preferred Location of Room(s): Within conferences administrative complex;
near typists' area.

Furnishings: Appropriate complement of office furnishings

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Accountant's Office

No. of Rooms: 1 Area of Room: 200 sq. ft. Total: 200 sq. ft.

No. of Occupants: Normal: 2 Maximum (where applicable):

Primary Function: Office for Short Courses and Conferences Accountant
and his assistant

Secondary Function:

Preferred Location of Room(s): In conferences administrative complex;
near general reception area.

Furnishings: Appropriate complement of office furnishings and clerical
equipment

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Registration Area

No. of Rooms: 1 Area of Room: * sq. ft. Total: * sq. ft.

No. of Occupants: Normal: _____ Maximum (where applicable): 10

Primary Function: General registration area for Short Courses and
Conferences

Secondary Function:

Preferred Location of Room(s): Facing directly onto registration lobby;
adjacent to Registration Office; adjacent to Light Work and Storage Area.

Furnishings: Appropriate furnishings and equipment

Special Facilities and/or Requirements: Public address system at counter;
special telephone wiring; space overhead for signs; registration counter
(length - 45', width - 2½'); built-ins in counter for name tags; ability
to close off counter from lobby when not in use; nine feet walking space
behind counter; ability to open counter in three sections (of 10', 10', and
25'); cash registers; storage and high stools; pullout shelves; good
lighting.

Additional Comments:

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: ADMINISTRATIVE (For Conferences)

Description of Room: Registration Office for Short Courses and
Conferences

No. of Rooms: 1 Area of Room: 180 sq. ft. Total: 180 sq. ft.

No. of Occupants: Normal: 3 Maximum (where applicable):

Primary Function: Registration office

Secondary Function: Mail sorting area

Preferred Location of Room(s): Adjacent to general Registration Area;
near Light Work and Storage Area.

Furnishings: Appropriate office furnishings; secretarial and clerical
equipment.

Special Facilities and/or Requirements:

Additional Comments:

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Lobbies

No. of Rooms: 2 Area of Room: * sq. ft. Total: * sq. ft.

No. of Occupants: Normal: * Maximum (where applicable): *

Primary Function: Access and flow areas from outside to registration areas for Short Courses and Conferences and Living Accommodations sections

Secondary Function: Normal lobby functions

Preferred Location of Room(s): Relative to the areas they serve (See below)

Furnishings: Appropriate lobby furnishings and appointments

Special Facilities and/or Requirements: Short Courses and Conferences

Lobby should join with General Registration Area, branching off to conference areas and widening into Exhibit Areas in vicinity of Auditoria;

Residential Area Lobby should join with Residential Registration Area, branching off into living and dining areas; high capacity forced air ventilation; Residential Area Lobby should have space or adjacent area for travel and tour arrangements.

Additional Comments: Though a "non-assignable" area, the foregoing is supplied to aid the architects in formulating plans.

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Service Counter

No. of Rooms: 1 Area of Room: * sq. ft. Total: * sq. ft.

No. of Occupants: Normal: * Maximum (where applicable): *

Primary Function: Place to purchase books, stationery, post cards, candy, cigarettes, Northwest arts and crafts, etc.

Secondary Function: May also serve as travel and transportation desk

Preferred Location of Room(s): Adjacent to or part of residential area registration lobby

Furnishings: Appropriate complement of furnishings and equipment

Special Facilities and/or Requirements:

Additional Comments:

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Exhibit Areas

No. of Rooms: 2 Area of Room: 3,000 sq. ft. Total: 6,000 sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable): Variable

Primary Function: For exhibiting of displays and other exhibits

Secondary Function: May double as lounges when not fulfilling primary function

Preferred Location of Room(s): On way to Auditoria; might be a widening of the hall or lobby; near or adjacent to a large storage area with loading dock.

Furnishings: Appropriate furnishings and appointments

Special Facilities and/or Requirements: Must be in normal flow area, not isolated and out of the way; high capacity forced air ventilation; special telephone and high-voltage electrical installations.

Additional Comments: While not deemed necessary as a special, separate area in a core facility, it is felt that this facility would be desirable in terms of the ultimate conception of the Center. In the first phase, exhibits might be set up adjacent to the dining areas.

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Audio-Visual Control Room

No. of Rooms: 1 Area of Room: 300 sq. ft. Total: 300 sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable): Variable

Primary Function: Master control room for audio-visual equipment

Secondary Function: _____

Preferred Location of Room(s): In or near instructional complex; adjacent to Audio-Visual Preparation Room.

Furnishings: _____

Special Facilities and/or Requirements: Necessary complement of equipment

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Audio-Visual Preparation Room

No. of Rooms: 1 Area of Room: 100 sq. ft. Total: 100 sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable): Variable

Primary Function: Room wherein to prepare audio-visual materials

Secondary Function: _____

Preferred Location of Room(s): In or near instructional complex; adjacent to Audio-Visual Control Room.

Furnishings: _____

Special Facilities and/or Requirements: Necessary complement of equipment

Additional Comments: The Audio-Visual Preparation Room has been added as a result of suggestions by Mr. Roy P. Wright, Director, Audio-Visual Services, and Prof. Gerald M. Torkelson.

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Ironing Rooms

No. of Rooms: 2 Area of Room: 100 sq. ft. Total: 200 sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable): 2

Primary Function: Area to do ironing, as well as light hand-washing and drying.

Secondary Function: _____

Preferred Location of Room(s): In residential area, preferably in the basement.

Furnishings: Coin-operated steam irons; ironing boards; tables; chairs; sinks and drain areas.

Special Facilities and/or Requirements: _____

Additional Comments: Similar to facilities on residential floors of McMahon Hall

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Small Vending-Machine Rooms

No. of Rooms: 3 Area of Room: 200 sq. ft. Total: 600 sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable): _____

Primary Function: Rooms to house vending and automat machines for soft drinks, coffee, and assorted snacks.

Secondary Function: _____

Preferred Location of Room(s): On each floor of residential complex and adjacent to Recreation Room

Furnishings: Appropriate complement of vending and automat machines; tables and chairs.

Special Facilities and/or Requirements: _____

Additional Comments: _____

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Recreation Room

No. of Rooms: 1 Area of Room: 1,000 sq. ft. Total: 1,000 sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable): _____

Primary Function: Recreation and game room

Secondary Function: _____

Preferred Location of Room(s): Preferably below residential area

Furnishings: Ping-pong tables; billiard tables; shuffleboard equipment; dartboards; other appropriate equipment and furnishings.

Special Facilities and/or Requirements: Soundproofing; good lighting; high capacity forced air ventilation.

Additional Comments: In addition to the inside recreation room described above, attention should be given to provisions for appropriate outside recreational areas and facilities.

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Hat and Coat Checkrooms

No. of Rooms: 2-4 Area of Room: * sq. ft. Total: * sq. ft.

No. of Occupants: Normal: 1 Maximum (where applicable):

Primary Function: Place to check hats, coats, packages, books, etc.

Secondary Function:

Preferred Location of Room(s): On perimeter of instructional area and near dining areas

Furnishings: Necessary facilities

Special Facilities and/or Requirements:

Additional Comments: (Mr. Donald Hiscox suggested the addition of small day lockers and parcel checking.)

*To be determined (non-assignable area)

INDIVIDUAL ROOM DESCRIPTION FOR CONTINUING EDUCATION CENTER

GENERAL CLASSIFICATION: GENERAL

Description of Room: Lounges

No. of Rooms: * Area of Room: Variable sq. ft. Total: * sq. ft.

No. of Occupants: Normal: Variable Maximum (where applicable):

Primary Function: Places to congregate and hold informal conversations; areas of relaxation.

Secondary Function: Emergency usage for purposes of exhibits, conferences, etc.

Preferred Location of Room(s): In proximity to instructional areas; on the living floors; elsewhere, if deemed appropriate.

Furnishings: Couches; lounge chairs; tables; lamps; other appropriate furnishings and appointments. Either permanent or portable coffee-making facilities.

Special Facilities and/or Requirements: Comfortable; good lighting; high capacity forced air ventilation.

Additional Comments: Some of these may be small alcoves off hallways for small, intimate conversations; one lounge should be a library-type facility with bookshelves and other appropriate furnishings, similar to the library/lounge facility in the HUB.

*To be determined (non-assignable area)

APPENDIX III

Annual Effective Occupancy Demand
150, 200, 250, 331, 426 Beds

APPENDIX III

ANNUAL EFFECTIVE OCCUPANCY DEMAND 150, 200, 250, 331, 426 Beds

HISTORY ⁴	150 Beds (54,750) ¹		200 Beds (73,000)		250 Beds (91,250)		331 Beds (120,815)		426 Beds (155,490)	
	Effective Days ²	% ³	Effective Days	%	Effective Days	%	Effective Days	%	Effective Days	%
1960-61										
Short Courses and Conferences Only	21,342	39	22,014	30	22,014	24	22,014	18	22,014	14
Combined Activity	30,930	56	31,904	44	31,904	35	31,904	26	31,904	20
1961-62										
Short Courses and Conferences Only	20,097	37	22,947	31	24,437	27	25,275	21	25,338	16
Combined Activity	29,126	53	33,257	44	35,416	39	36,630	30	36,700	24
1962-63										
Short Courses and Conferences Only	28,389	52	34,565	47	38,649	42	43,505	36	46,458	30
Combined Activity	41,143	75	50,094	69	56,013	61	63,051	52	67,330	43

¹Indicates total bed days

²Effective Days - number of persons needing housing X length of stay, as actually recorded during the year

³% - percentage of effective days to total housing capacity (available beds X number of days in the year)

⁴Persons residing within 1½ hours driving time are presumed to be commuters; those residing beyond this zone are presumed to require housing. (See text, pp. 11 and 12)

APPENDIX III (Continued)

HISTORY (Continued)	150 Beds (54,750)	200 Beds (73,000)	250 Beds (91,250)	331 Beds (120,815)	426 Beds (155,490)
	Effective Days	Effective Days	Effective Days	Effective Days	Effective Days
	%	%	%	%	%
1963-64					
Short Courses and Conferences Only	23,247	26,216	27,596	29,069	29,345
Combined Activity	33,677	37,994	39,994	42,127	42,529
	42	36	30	24	19
	62	52	44	35	27
1964-65					
Short Courses and Conferences Only	29,287	33,588	36,678	40,313	42,827
Combined Activity	42,445	48,677	53,157	58,420	62,060
	53	46	40	33	28
	78	67	58	48	40
PROJECTIONS ⁵					
1969-70					
Short Courses and Conferences Only	45,397	58,778	69,688	86,673	92,077
Combined Activity	65,785	85,182	100,997	125,605	133,425
	83	81	76	72	59
	120	117	111	104	86
1974-75					
Short Courses and Conferences Only	61,507	83,968	102,698	133,033	141,327
Combined Activity	89,125	121,687	148,837	192,790	204,790
	112	115	112	110	91
	163	166	163	159	132

⁵Based upon the mean percentage increase which resulted from the 5-year experience indicated above; assumes that ratio of commuters to non-commuters remains constant